

Chesterfield Fire and EMS

Fire and Life Safety Division - Fire Marshal's Office

P.O. Box 40 Chesterfield, VA 23832 Phone (804) 748-1426 Fax (804) 768-8766



APPLICATION FOR OPEN BURNING PERMIT

☐ New Application ☐ Renewal (include current Permit # _____)

Application must be printed or typed - Incomplete forms will NOT be processed

Applicant / Contractor Name _____ Date _____

Complete - Mailing address _____

Email Address _____

Phone: Home _____ Work _____ Pager _____ Cell _____ Fax _____

Name of person/Contractor conducting burn _____

Phone: Home _____ Work _____ Pager _____ Cell _____ Fax _____

Full street address or location of burn site _____

WAS THE SITE EVER A LANDFILL, DUMP OR COALMINE SITE? ☐ YES ☐ NO

Purpose of Burn: ☐ Tree or Garden Trimmings (**limit two per year per site, September to May**)

☐ Land Clearing/Property Maintenance ☐ Other _____

Description of material to be burned _____

Has area been cleared? Yes ☐ No ☐ Is material piled up? Yes ☐ No ☐

Is any burn material being brought from another site? Yes ☐ No ☐

On site means of extinguishment ☐ Garden hose & hand tools ☐ Heavy Equipment ☐ Other _____

Attach with this application

For Tree/Garden trimmings: "Permission To Burn" forms from neighbors, if applicable.

For Land Clearing/Property Maintenance: \$400.00 permit fee, certificate of liability insurance, "Permission to Burn" forms from neighbors, if applicable, and complete site plan drawing showing burn site and required buffers.

I have read and agree to conduct this burn in accordance with the regulations described on the attached page and the Statewide Fire Prevention Code. Further, I understand that failure to follow the regulations will result in the suspension of the permit, issuance of a summons or both.

Signature of Responsible Party _____

Print Name _____ Date _____

Name of person completing form _____ Position _____

NOTE: The expiration date of the permit is based on the date of issue NOT the date you receive the permit.

Select how you would like to receive your permit accordingly.

How would you like to receive your permit? ☐ Mail ☐ Fax ☐ Will pickup ☐ Email

do not write below this line

Date Received _____ Received by _____ Date Permit sent _____ Reviewed by _____

Permit Fee Paid ☐ Site Visit ☐ yes ☐ no ☐ Approved ☐ Denied

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PERMISSION TO BURN

This form must be completed by all neighbors within 300' of your property

I, _____, am applying for a burn permit from the
Applicants Name

Chesterfield Fire and EMS, Fire and Life Safety Division, 748-1426, to burn:

☐ Land-clearing/property maintenance
(500 feet)

☐ Tree/garden trimmings
(300 feet)

The ordinance, which regulates open burning in Chesterfield County, prohibits burning within 500 feet (for land clearing/property maintenance) and 300 feet (for tree/garden trimmings) of any occupied building, **unless** the occupants have given prior written permission to do so.

To satisfy this requirement, I request your permission to conduct a control burn at _____ -
Applicants Address

The control burning will be attended at all times and equipment will be on site to control and/or extinguish the fire should it become necessary.

THIS SECTION TO BE COMPLETED BY ALL NEIGHBORS WITHIN 300'

Date: _____

Permission **DENIED**: _____

Permission **GRANTED**: _____

Permission granted with following conditions: _____

Signature: _____

Name: (Please Print) _____

Address: _____

Telephone: _____

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OPEN BURNING REGULATIONS FOR TREE AND GARDEN TRIMMINGS – Thirty (30) Day Permit

1. Open burning does not exempt or excuse a person from the consequence, damages or injuries which may result from such conduct, nor does it excuse or exempt any person from complying with all applicable laws, ordinances, regulations, and orders of the federal government, Commonwealth of Virginia and/or Chesterfield County.
2. Burning of the following is **prohibited**:
 - a. Toxic or hazardous materials or containers for such materials.
 - b. Rubber tires, asphaltic material, crankcase oil, impregnated wood, or similar materials.
 - c. Paper, used lumber or trade waste.
 - d. Building and/or demolition material.
 - e. Household/commercial trash or refuse.
3. A **“written permit”** is required for the open burning of tree and/or garden trimmings.
 - a. The permit application shall be submitted at least **15 days** before the desired burn date.
 - b. The permit will be valid for **thirty (30) days; limited to two permits per year per site, September to May.**
 - c. **An application with all the required permissions shall be submitted for each permit requested**
 - d. **Thirty (30) day permits are NOT renewable.**
 - e. Only one burn pile shall be ignited at a time and shall not **exceed** the 6' x 8' x 4' size.
 - f. **Open burning is prohibited by State law during June, July and August.**
 - g. The location of the burning shall be a minimum of 300 feet from any occupied building unless the occupants have given prior **written** permission.
 - h. The burning shall take place on the premises of the private property from which the trimmings were taken.
 - i. All fires shall be at least 50 feet from any building and/or structure, to include combustible fencing.
4. The burning of limbs, tree trunks, logs or stumps is considered Property Maintenance or Land Clearing and is not allowed under the conditions of a 30-day permit. Contact the Fire and Life Safety Division for details.
5. **The burning of leaves** is allowed in **designated areas** of the county during two time periods each year. A permit is NOT required. It is lawful to burn leaves on your own property, if in an allowed area, during the periods of March 15 to April 15, from 4:00 p.m. to midnight, Monday through Thursday and from November 15 to December 15 from 8:00 a.m. on Monday to noon on Friday. Refer to map on the reverse side for areas where burning of leaves is **not** permitted.
6. **Campfires and warming fires** are allowed if the fuel is clean wood, no trash, construction debris, oil, tires, etc.
7. A **“written permit”** is required for bonfires. Contact the Fire and Life Safety Division for details.
8. **The following applies to ALL open burning in Chesterfield County:**
 - a. **Fires shall be constantly attended** by a competent person until it is extinguished and no longer smoldering.
 - b. The attendee shall provide adequate fire extinguishing equipment to control and/or extinguish the fire should it start to spread or get out of control.
 - c. The Virginia Division of Forestry requires that any open burning from February 15 through April 30 of each year, within 300 feet of woodland, brushland, or field containing dry grass or other combustible material leading to woodland, be done between the hours of 4:00 p.m. and 12:00 midnight.
9. Failure to comply with the above conditions will constitute a violation of the law, which will result in possible legal action.